



MEMORANDUM



**DATE:** February 8, 2002

**TO:** ALL DEPARTMENT TRAINING OFFICERS

**FROM:** **DIANE JUST, Chief**  
**Training and Continuous Improvement Division**  
**Department of Personnel Administration**  
**(916) 445-5121**

**SUBJECT:** Minutes of the Quarterly DTO Meeting (combined with the Sacramento Intergovernmental Training Council – SITC Meeting) on January 22, 2002

The quarterly Department Training Officer Meeting, combined with the SITC Meeting, was held on January 22, 2002 at the Department of Social Services Training Facility on 815 S Street, Sacramento from 9:00 to 11:30 a.m.

- I. WELCOME AND OPENING  
Jonathan Clarkson, Training Manager, Department of Social Services, welcomed the meeting attendees and introduced them to his training facility. Joan Strohauser, SITC meeting coordinator, reviewed the agenda and introduced the next speaker, Diane Just.
- II. SPRING TRAINING EVENT AND BUDGET REDUCTIONS  
Diane Just, Chief of the Training and Continuous Improvement Division, asked the attendees for input on their topic preferences for the **Training Institute**, which replaces the Annual Training Conference, **scheduled for May 29 and 30<sup>th</sup> and priced at only \$18!** Attendees placed dot stickers on their top three topic preferences. The most popular topics are as follows (the total number of votes is in parentheses):

**E- Learning**

- Lessons Learned about Creating Web-Based Training (7)
- Policy Issues for E-Learning (5)
- Curriculum Development Application Software (4)

**Training**

- Career Development for Training Officers (10)
- Teaching Mandated Classes: How to Liven-Up Boring Classes (8)
- How to Make Adults Want to Learn New Things (6)
- New Employee Orientation (5)
- Humor in the Workplace (4)
- Training Standards: Competency Model (ASTD), Certificate (CSUS-RCE) (4)
- Survival Guide for Trainers (4)



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### **Facilitating and Consulting**

- Group Intervention (8)
- Performance Consulting (5)
- Dealing with Transitions and Change (4)

### **Learning Leadership**

- The Changing Face of the State Workforce (10)
- Training Curriculum for Analysts, Support Staff (10)
- Leadership Training: Management Development and Training Competencies (9)
- Evaluating Learning (7)
- How to Measure the Value of Training: Costs, Values and Savings (7)
- How to Sell Training to Top Managers and First Line Supervisors (7)

All of your votes, as well as your suggestions for speakers are indicated on the attachment with all of the topics. Training Institute information and the Registration Form are attached. This information is also available on our webpage ([www.dpa.ca.gov](http://www.dpa.ca.gov)).

Diane also asked the attendees for information about the budget reductions and how they are impacting training in their various agencies. The results are as follows (number of agencies that have felt this impact are indicated in the parentheses):

1. Staff Reductions (2)
2. Training Dollars Decreased or Redirected (6)
3. Rigorous Approval Process (18)
4. Priorities/Limitations (18)
5. Training Travel Decreased or Eliminated (20)
6. Less Training by Vendors (16)
7. More Training by Vendors (3)
8. More Videoconferencing (5)
9. More On-Line Learning (14)
10. Training Dollars Frozen (4)
11. More Training is Planned (13)
12. No or Little Impact (6)
13. Other Reasons, which include:
  - Discretionary training postponed until next fiscal year
  - E-Learning provided by my Skill Source
  - Redirecting training from new hires to current employees to strengthen knowledge base
  - On-site college is 100% on employee time and department is paying 100% tuition and books
  - Stepping up efforts to coordinate training within the Agency; both in-house and outside



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III. CHANGE FROM THE ORIGINAL AGENDA -

Because of time constraints, Joan Strohauer eliminated her discussion on Locating Training Resources and Contacts in the Sacramento Area and instead we had two brief presentations by Sandra Sales and Pamela Johnson, from the Department of Information Technology (DOIT) and Vera Nicholas and Carolyn Zeitler, from the State Library.

Sandra and Pamela wanted to share information about DOIT's partnership with the Health and Human Services Data Center (HHSDC) for unlimited technology training, using Learning Passes. For more information, contact Sandra at (916) 445-7633 or Pamela at (916) 739-7748.

Vera and Carolyn, wanted to inform the training community about their rapidly growing Video Collection at the State Library. They are working out the details of checking out the videos to insure their availability if needed. A copy of their video list is attached (on the hard-copy version of these minutes) or available by contacting the State Library at (916) 654-0206 or e-mail [cslsirc@library.ca.gov](mailto:cslsirc@library.ca.gov).

IV. PRE-SUPERVISORY TRAINING

Michelle Schmitt, from the Department of Social Services, talked about their newly-developed pre-supervisory training classes. Michelle's Power Point Presentation is available as an attachment on the DTO Home Page at [www.dpa.ca.gov](http://www.dpa.ca.gov). For more information regarding these popular classes, or for a copy of her presentation handout material, contact Michelle at [Michelle.Schmitt@dss.ca.gov](mailto:Michelle.Schmitt@dss.ca.gov).

V. USING THE INTERNET TO IMPROVE YOUR TRAINING PROGRAMS

Ree McLaughlan, Training Manager from the Department of Forestry and Fire Protection, provided invaluable information on training resources available through the internet. To access the information contained on her Power Point Presentation, check the DTO Home Page at [www.dpa.ca.gov](http://www.dpa.ca.gov). If you have questions for Ree, she can be reached at (209) 274-5507.

**The next Department Training Officer Meeting will be held on March 13, 2002, from 9:00 to 11:30 a.m. If you have a large training room and you would like to host the next meeting, contact Susan Coats at (916) 324-4055. If there are no volunteers to host the next meeting, it will be held at the State Training Center, 1515 S Street, North Building, Suite 108, Colorado/Kern Rooms. We will include the location of the next meeting on the agenda, usually sent out 1-2 weeks before the meeting date.**



**DTO SIGN-IN SHEET**  
**January 22, 2002**

<b>Name</b>	<b>Department</b>	<b>Telephone</b>
Brian Koepp	DPA	445-1542
Troy Mulert	IS Inc	649-4598
Bob Segal	FTB	845-7515
Deborah Zeh	DFEH	227-2869
Bill Stanglin	Teale	464-4577
Nancy Nieland	Corrections	(209) 744-5000, ext 4075
Gretchen Jung	Corrections	327-8028
Lynn Rodriguez	EDD	657-2847
Sandy Jimenez	General Services	376-5375
Linda Patterson	FTB	845-6284
Dennis W. Booth	Transportation	(530) 822-7594
Cindy Saya	Transportation	(530) 822-7596
Helen VanOrsdel	CHP	657-7466
Margaret Skaggs	CHP	657-7466
Ed Bertola	CHP	657-7466
Linda Luna	Real Estate	227-0797
Ree Mclaughlan	CA Dept of Forestry	(209) 274-5507
Susan Coats	DPA-STC	324-4055
Nancy Niccoli	Prison Authority	358-1788
Edward Iniguez	FTB	845-5655
Becky Morales	DTSC	327-8720
Margaret Howerton	CDC	324-2967
Kerry M. Cataline	CDC	445-9207
Chuck Borelli	DWR	653-3929
Laura Walsh	Caltrans	(530) 741-4196
Erik Fay	EDD	464-0986
Dana Bralley	DOF	445-3274
Amelia "Millie" Luna	Sacramento Superior Court	874-7691
Wendy Lahey	FTB	845-7821
Kathy Bridges	FTB/PRES	845-7388
Sue Williams	DHS	323-4234
Gloria Hardgrove	DHS	322-3430
Judy Wong	CDVA	657-0345
Robbin Kleinsorge	Financial Institutions	(415) 263-8533
Vera Nicholas	CA State Library	657-0938
Carolyn Zeitler	CA State Library	657-2243
Joanne Miller	CalSTRS	229-4696
Rhonda Morris	CA Lottery	322-5659
Kathleen Yelle	Comm Svc and Dev.	341-4339
Cathy Kelly	FTB	845-6301
Pamela Johnson	HHSDC	739-7748
Sandra Sales	DOIT	445-7633
Jose Torres	FTB	845-5264
Cheryl Pickering	CHFA	327-5169



Pat Aguirre	Conservation Corps	341-3225
Arnold Williams	Sonoma D.C.	(707) 938-6704
Nancy Bourne	SDC	(707) 938-6318
Karen Cramer	POST	227-4536
Thomas Wright	Transportation	(530) 225-3163
Tracey James	DPA-STC	324-4052
Lisa Goodwin-Yates	FTB	845-6998
Jeff Atkins	Skill Soft	(480) 513-4600
Adrienne Labanieh	OEHHA/CalEPA	324-6469
Gary Jio	Element K	(408) 374-6262
Nancy Wallace	CalPERS	658-1350
Ella Graham	Education	657-3954
Margaret Silvius	HCD	327-4107
Karyn Lombard	DPR	651-8264
Deborah Derov	DCA	327-0501
Kathryn King	Alcohol & Drugs	322-6470
Mel Turner	Star Academy	463-2721
Michelle Ezray	FTB	845-5715
Anthony A. Ampania	Caltrans	227-9759
Frances Vasquez	Youth Authority	(209) 944-1343
James Batley	Secretary of State	653-6605
Joy Hempstead	CDVA	653-2194
Dennis Watson	EDD	653-2230
Laura Farren	DTSC	324-2810
Jill Somers	Conservation	327-2780
Pam Burke	CDSS	323-4420
JoAnn Giurai	Veterans Affairs	566-7094

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